

[This is a SAMPLE JOB VERIFICATION LETTER - Use only if you had Multiple positions at one company. This letter is to be printed ON COMPANY LETTERHEAD with Company address and phone number]

Date: [date]

To Whom It May Concern:

This is to certify that [Mr/Mrs] [employee's full name] ("Employee") [was/is] employed by our company. Employee's over-all full-time employment at our company was from [insert overall start date at this company] to [insert overall end date at this company here, or if still employed by the company insert the word "present"]. During such employment, Employee held various positions at our company, below are the details of such positions:

Position #1

Title: [insert title of this position]

Dates worked in this position: [insert start date of this position] to [insert end date here, or if still employed by the company insert the word "present"]

The job duties performed by Employee in this position: [Job Duties, Responsibilities and/or Tools used on the job]

Position #2

Title: [insert title of this position]

Dates worked in this position: [insert start date of this position] to [insert end date here, or if still employed by the company insert the word "present"]

The job duties performed by Employee in this position [Job Duties, Responsibilities and/or Tools used on the job]

Position #3

Title: [insert title of this position]

Dates worked in this position: [insert start date of this position] to [insert end date here, or if still employed by the company insert the word "present"]

The job duties performed by Employee in this position: [Job Duties, Responsibilities and/or Tools used on the job]

If you need any further information, please feel free to contact me.

Sincerely,

[Print Full Name and Title of Signor]

[The letter must be signed by a person at the company authorized to verify employment, such as an officer or HR.]